



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: C&R DEPUTY ADMIN CLERK

DEPARTMENT: CLERK & RECORDER

If you have any questions about this position vacancy please call: 758-5521

NUMBER OF POSITIONS OPEN: 2

☒ FULL TIME    ☒ REGULAR  
(YEAR ROUND POSITION)

STARTING WAGE: \$18.39    per hour

☐ PART TIME    ☐ SEASONAL

SALARY AT:

1 Year Step    \$19.12    per hour

2 Year Step    \$19.89    per hour

3 Year Step    \$20.29    per hour

☐ TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** C&R Deputy Admin Clerk  
**Department:** Clerk & Recorder  
**Reports to:** Specific Department Supervisor:  
C&R Supervisor, Elections Specialist or Records  
Specialist

**Job Code:** 01037  
**Pay Grade:** Stnd 20

**FLSA Status:** ☒ **Non-Exempt** ☐ **Exempt**

**Department Overview:** The Clerk & Recorder Office is the official document center for Flathead County and is guided by Title VII of Montana Code Annotated (MCA). It is the responsibility of this office to accept statutorily recordable documents and maintain records at a maximum level of efficiency for the benefit of public accessibility. The Clerk & Recorder office is the repository of documents pertaining to real property, plats, surveys, finance, birth, death, election, and voter registration records in Flathead County. This is a very high traffic department, providing support services for individuals as well as private business and public offices.

**Job Summary:** The C&R Deputy Admin Clerk will provide a variety of clerical and administrative activities within the Clerk & Recorder department. Individuals in this position may perform clerk duties in any of the following offices: Recording, Elections, Plat Room, and Records Preservation. Specific time allotted to each role will depend on department workloads and the need for peak season support.

**Essential Functions for All Positions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assist the public in searching public county records. This may include locating information related to land, budgeting and accounting, vital statistics, elections, and various other records.
- Provide information and services by phone, in person and through written and electronic correspondence. Anticipates and interprets customer's needs and asks appropriate questions; does research as necessary; fills customer requests including any follow-up.
- Provide proper forms and explanations regarding a variety of general topics related to the functions of the Clerk and Recorder Department in a timely, courteous, and professional manner.
- Maintain accurate records, inventories, files, and indexes and be proficient in data entry and database management software.
- Keep informed of any legislative/procedural changes necessary to assist the public.
- Process all monetary transactions efficiently and in accordance with established guidelines.
- Establish and maintain professional, positive working relationships with supervisors, co-workers, other county employees and representatives of the general public and private agencies.

- Operate general office equipment, including a multi-line phone system, copier/printer, scanner, fax, and personal computer.
- Demonstrate a high level of proficiency in clerical functions and data entry.
- Perform all other duties as assigned.

#### Recording Clerk Essential Functions:

- Record, issue, process, scan and index deeds, mortgages, surveys, federal tax liens, notices of action, attachments, judgments, executions, and other miscellaneous documents to preserve the records of county citizens according to policies and laws. Search uniform commercial code records and federal tax lien records upon request.
- Issue certificates related to vital statistics, including birth and death certificates. Store military discharge records and provide support for processing paperwork related to veteran interment benefits.
- Process realty transfer certificates and make them available to the Department of Revenue in order that the market value of real property in the County can be determined.
- Research, reference, interpret, apply, and explain Montana Code Annotated, Administrative Rules of Montana, Montana State and Flathead County Policies. Performs notarial acts related to public documents.

#### Elections Clerk Essential Functions:

- Process, verify and update voter registration information to ensure accuracy and completeness; process changes of address registrations and modify district assignments as appropriate.
- Prepare for general, primary, school, and special elections by ensuring Secretary of State submittal deadlines are met, processing candidate filings, training, and scheduling election judges.
- Organize and ensure delivery of election supplies, print and issue ballots, prepare and process absentee ballots, visit polling places, answer procedural questions, and perform election set-up and take-down.
- Monitor the security of election records, ballot boxes, voting equipment, and other items used in the election process. Count ballots by hand or with certified electronic counting equipment.
- Respond to public inquiries by telephone, in person or by e-mail regarding Montana elections laws, polling place locations, campaign disclosure forms, filing deadlines, requirements for filing nomination papers and various other election related questions.
- Receive and file oaths of office and Nominating Petitions for Office and various other candidate forms; maintain records of initiative petitions being circulated; and verify signatures on initiative petitions according to County policies and laws.
- Maintain records of all elected officials, including election date and terms of office. Maintain results of all elections by jurisdiction to ensure this information is accurate and available.

#### Plat Clerk Essential Functions:

- Read and approve lot/block legal descriptions on documents with knowledge of the effect of each legal document pertaining to land and ownership.
- Process conveyance lot/block documents into the official land record system of Flathead County.
- Verify ownership lists prepared by Flathead County Geographical Information Systems (GIS).

- Scan and enter certificates of survey, subdivisions and tract book maps into established record keeping systems.
- Update and modify mailing address information in the official land record system of Flathead County.
- Prepare and file daily transfer documents.
- Other administrative tasks as assigned.

**Records Preservation Clerk Essential Functions:**

- Process daily file requests through records center management software. Locate, retrieve and check-out file storage boxes via computer system. Deliver retrieved files to the requesting county office/personnel in a timely manner.
- Accession all new incoming files and boxes received for storage into the Record Center. Enter detailed file data into software and assign placement through records management program.
- Scan documents to create digital images for archival records storage. Organize and index the resultant images. Back up digital images to portable hard drives/DVD and send images to be microfilmed as required. Look up information stored on microfiche and print out documents as requested.

**Non-Essential Functions:**

- Attends workshops, seminars, and educational sessions to keep updated on procedures, guidelines, trends, changes, and best business practices in assigned area of departmental responsibility.
- Research, organize, and coordinate a variety of special reports, summaries, and related materials in support of ongoing departmental activities.
- Performs other duties including assisting with special projects, attending meetings, providing backup for other staff, and participating in training and continuing education.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Most of the work takes place in office locations including the Recording Office, Elections Office, Plat Room, and Records Preservation Center. Ability to work in an off-site location with minimal supervision.
- Ability to effectively communicate (talk), hear, write, listen, and read.
- Requires fine finger dexterity to operate keyboards and writing materials.
- Requires close vision, distance vision, color vision, peripheral vision, and depth perception.
- Ability to sit, stand, walk, bend, kneel, stoop, crouch, reach, climb, lift, push and pull, twist at the waist and side to side turns of neck.
- Ability to lift up to 25 pounds regularly and up to 50 pounds occasionally.
- Ability to carry boxes up and down ladders and load/push hand trucks on inclines or uneven surfaces.
- Ability to work in a warehouse environment as needed on concrete floors up to 8 hours daily with frequent exposure to temperature fluctuations, dust, and occasional irritating vapors.
- Requires operation of a forklift when needed and various other county equipment and vehicles.

- Requires local travel in all types of weather conditions. Out-of-area travel may be required on occasion to attend training conferences.
- Requires extended hours during special project implementation and election preparation.
- Ability to work in an office environment with recurrent interaction with the public, frequent interruptions and a low to moderate noise level.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills & Abilities:**

- Working knowledge of computers including but not limited to Microsoft Office applications (Word and Excel), specialty software, word processing, spreadsheets, email and office management systems and skill in navigating websites and the internet.
- Modern office practices and procedures to perform clerical support and administrative functions.
- English grammar, spelling, written format, and punctuation; basic mathematics, document scanning, filing and records maintenance procedures.
- Perform detailed data entry with a high degree of accuracy and basic knowledge of cash handling and balancing procedures.
- Must maintain strict confidentiality of information and enforce departmental policies and procedures.
- Active listening, problem solving, speaking clearly so others can understand information that is unfamiliar, reading comprehension, writing syntax and composition, proficient typing, multi-tasking, organization, and time management.
- Must be able to independently initiate, prioritize, perform and/or solve problems related to work assigned to meet fixed or fluctuating deadlines and achieve work objectives.
- Answer phone calls and assist customers; answer questions related to department services, programs, or functions.
- Work with the public in a calm, courteous and professional manner while exercising tact and diplomacy under occasionally stressful conditions.

**Education and Experience:**

The C&R Deputy Admin Clerk position requires education and experience equivalent to a high school diploma or GED with courses in typing, general office procedures and one (1) year of responsible office/clerical experience, including personal computer use, data entry, basic cash handling and balancing techniques and face-to-face customer service. Equivalencies include any combination of education and experience which satisfies the required knowledge, skills, and abilities.

**Special Requirements:**

This job requires the ability to obtain and maintain a valid Montana's driver's license and a safe driving record. May be required to submit to fingerprinting, background investigation and random drug testing as necessary to handle sensitive county records.

Action	Date	Reference
Adopted	6/6/2016	Commissioners' Minutes
Revised	10/13/2020	Commissioners' Minutes
Revised	5/12/2023	Commissioners' Minutes

I have received, reviewed, and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under the conditions as described.

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Employee Signature

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Date

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Printed Name